

Circular Letter #21
August 31, 1925.

To Supervisors of Schools.

Ladies and Gentlemen:

C. URBAN SCHOOLS.-

(1) Enrollment.- (See School Laws -Section 60, paragraph 142.) Children should be kept in school up to the completion of the elementary course. Immediately after the opening of schools each teacher should submit to the supervisor a list containing the names of the children who have not reported for work, and the reason in each case. Careful investigation should be made in such cases.

(2) Enroll downwards, beginning with the eighth grade. Preference should be given to those who were members of the local public schools last year. In small towns where the number of pupils in the upper grades is small, no more than two grades should be assigned to one teacher. If unable to avoid assigning more than two grades to a teacher by combining an intermediate grade with a higher one, eliminate grades beginning with the eighth.

(3) No grade of the urban elementary schools should be organized on double enrollment for any reason whatsoever.

(4) Under no circumstances may more than 50 pupils be enrolled in any school. See paragraph 145 of the School Laws.

(5) In all instances where there are more applicants for admission than the seating capacity will allow, a waiting list should be arranged and parents should be advised when vacancies occur. However, no new first grade pupils are to be admitted until provision has been made for the accomodation of upper grade pupils and of first grade pupils in school last.yrIn the admission of new pupils to the first grade, preference should be given always to those of compulsory school age; that is, between the ages of eight and fourteen years.

You are particularly directed to warn teachers against enrolling children under the legal school age, thus relieving parents of the responsibility of taking care of these infants in their homes. You are admonished to see to it that younger children do not secure admittance to the first grade to the exclusion of the older and more mature. In the

event that supervisors are in doubt as to the age of pupils, birth certificates should be demanded.

(6) Pupils should be assigned to the grade and group certified by the proper authorities at the close of the last year. Supervisors of schools not accept the recommendations of teachers who have given special summer courses, but examinations should be conducted by the supervisors of schools so that such summer work may be thoroughly tested. The length such summer course has been conducted as well as the quality of the work done, as shown by the examinations, should determine the credit given. To complete the work of an entire grade in a brief summer course is patently impossible.

(7) Rural schools shall not be opened in urban centers.

D- Rural Schools.

(1) Your attention is again directed to the possibilities of leadership on the part of rural school teachers. Not only are rural teachers to apply themselves to teaching agriculture, but they are to assist in the entire campaign for the growing of more food products. The Commissioner of Education considers the rural teacher the leader of the rural uplift campaign in every barrio.

(2) Red Cross Work.- The results of the Junior Red Cross work last year were highly satisfactory. It is expected that the work this year will be continued with the same enthusiasm as in the previous year.

Pupils' Report Cards.-

Follow the same plan adopted last year for the use of pupils' report cards.

Yours very truly,

(Signed) Juan B. Huyke,
Commissioner of Education.

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